

## SUBCHAPTER C—CONTRACTING METHODS AND CONTRACT TYPES

### PART 513—SIMPLIFIED ACQUISITION PROCEDURES

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513.7001 Certified invoice procedure for procurements not requiring a written purchase order.

AUTHORITY: 40 U.S.C. 486(c).

SOURCE: 54 FR 26512, June 23, 1989, unless otherwise noted.

#### Subpart 513.1—General

##### **513.106 Solicitation competition, evaluation of quotes, and award.**

(a) *Oral solicitation.* When quotations are being solicited orally and the Service Contract Act applies information on the Act and the applicable wage determination must be communicated to potential contractors.

(b) *Data to support simplified acquisitions.* (1) The GSA Form 2010, Small

Purchase Tabulation Source List/Abstract, is available for use to document written and oral quotations for purchases in excess of \$2,500.

(2) When quotes or offers are being evaluated based on price alone and other than the lowest quotation is selected for award, the basis for rejecting any lower quotation should be documented.

[60 FR 42803, Aug. 17, 1995]

##### **513.106-70 Unusual and compelling urgency procurements.**

When a procurement is of unusual and compelling urgency, competition may be solicited by having prospective sources visit the site together, orally informing them of the exact requirements, and requesting them to prepare quotations while written specifications are being prepared for inclusion in the contract. Unusual and compelling urgency, as used in this subsection, includes situations which, if not corrected immediately, will result in unnecessary expenditure of funds, property damage, personal injury, or interruption of agency functions.

#### Subpart 513.2—Blanket Purchase Agreements

##### **513.203 Establishment of Blanket Purchase Agreements.**

###### **513.203-1 General.**

(a) *Document preparation.* Blanket purchase agreements (BPA's) must be prepared on a purchase order form or on a GSA Form 3521, Blanket Purchase Agreement.

(b) *Terms and conditions.* Each blanket purchase agreement should, when appropriate, specify the geographic area to be served under the BPA.

(c) *Placing orders under the BPA.* Only the contracting officer (CO) or officials authorized by a CO and designated in the BPA are authorized to place orders under the BPA. The GSA Form 2877, Non-Depot Item Requisition / Order / Receiving / Payment Record, is authorized for use by the Federal Supply